



**Vacancy Announcement  
U.S. Embassy  
Algiers, Algeria**

Vacancy Announcement  
# 44-2008

**OPEN TO:** US Citizen Eligible Family Member (EFMs)  
**POSITION:** Human Resources Assistant, FP-06  
**OPENING DATE:** July 2, 2008  
**CLOSING DATE:** Until filled  
**WORK HOURS:** Part-time; 24 hours/week  
**COMPENSATION:** USD \*  
**GRADE:** FP-06  
**LENGTH OF  
APPOINTMENT:** 5 year FMA

**\*Please contact the HRO for the salary of this position.**

The U.S. Embassy in Algeria is seeking an individual for the position of Human Resources Assistant in the Human Resources Office.

**NOTE:** ONLY ELIGIBLE FAMILY MEMBERS AS DEFINED BY 3 FAM 8200 OF US GOVERNMENT EMPLOYEES ASSIGNED TO POST TO THE MISSION UNDER CHIEF OF MISSION AUTHORITY ARE ELIGIBLE FOR CONSIDERATION. AN EFM DOES NOT HAVE TO BE RESIDING IN COUNTRY TO BE CONSIDERED.

**BASIC FUNCTION OF POSITION**

Assist the Financial Management/Human Resources Officer in managing the Human Resources section, taking primary responsibility for managing the American and EFM portfolios. Primary duties include American processing, Time & Attendance, EFM employment program, and maintaining the American and EFM databases used at post.

**QUALIFICATIONS REQUIRED**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. **Required Education:** Completion of secondary school is required. Completion of a University degree is preferred.
2. **Prior Work Experience:** Three to five years experience in Human Resources or closely related field is required.
3. **Language Proficiency:** Level IV fluency in written and spoken English is required. Some French knowledge is preferred.

4. **Other criteria:** Solid working knowledge of general office procedures, payroll, allowances, Standardized Regulations, and portions of the Department of State and other agencies' manuals and regulations pertaining to payroll, allowances and leave. Must have a working knowledge of the methods and procedures used by the computerized payroll facilities. A good working knowledge of personal computers and Microsoft Office software is required.

5. **Other Skills and Abilities:** Must be able to interpret and explain pertinent regulations to employees and supervisors. Must be able to prepare and interpret payroll reports, and draft cables and correspondence. Must be able to deal tactfully and politely with all levels of employees, working well under pressure.

### **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest and budgetary restrictions in determining successful candidacy.
2. EFMs who currently hold an FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.

### **SELECTION PROCESS**

Eligible Family Members and U.S. Veterans will be given preference when considered equally qualified for Embassy Vacancy Announcements. Therefore it is essential that the candidates address the required qualifications as specified in the application.

### **TO APPLY**

*Interested applicants for this position must submit (1) and (2) below:*

1. Preliminary Documentation
  - Current Resume: A current resume or curriculum vitae that provide the same information as an OF-612.
  - Letter of Interest: You must attach to the letter:
    - References: Provide contact information (i.e. name, address, phone number, email address) for three (3) current and/or previous supervisors.
    - Indication as to whether you are currently employed with the embassy; and whether you have a relative currently working within the Mission. If so, provide their contact information (i.e. name, address, phone number, email address).
2. Proof of education.
  - Copies of relevant diplomas or degrees (as required) by the position.
  - Any other documentation that addresses the qualification requirements of the position as listed above. Applicants should make sure to send copies of their documents and not originals as we cannot ensure return of originals.

Interested applicants may choose to submit the below application form with the package detailed in (1) and (2). Alternatively they can wait to do so until required in the hiring process. Unsuccessful applicants will not receive an invitation to attend the interview.

3. Employment Application Form.
  - All prospective employees must complete an Embassy application form (usually the Federal Employment OF-612, available at the HR Office).
  - Can be submitted if selected for an interview.

**CLOSING DATE FOR THIS POSITION: Open until Filled**

The US Mission in Algeria provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

**Point Of Contact:**

Submit Application to: **Human Resources Office**

Attention: Human Resources Assistant, Vacancy Announcement #44-2008

Point of Contact: Human Resources Office

Fax: 021-60-73-35

E-mail: [USEmbassyAlgiers\\_app@state.gov](mailto:USEmbassyAlgiers_app@state.gov)